



ECTS COURSE CATALOGUE INFORMATION ON THE INSTITUTION

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NAME AND ADDRESS

Burgas Free University
Burgas 8001
62, San Stefano Street
tel: + 359 56 900400
fax: + 359 56 900515
www.bfu.bg

GENERAL DESCRIPTION OF THE UNIVERSITY

Burgas Free University /BFU/ was established with an act of the Great National Assembly on 18 September 1991 and is one of the first private universities in Bulgaria. It is a modern, innovative university oriented towards the students and their professional realization. BFU has already gained international reputation and recognition:

- BFU is a member of the European University Association (EUA).
- BFU has signed cooperation agreements with 63 universities and organisations in Europe, America, Asia and Africa.
- The University is working within 51 Erasmus+ inter-institutional agreements with partners in Europe, Asia, Africa and South America for student and staff exchange.
- The European Credit Transfer System (ECTS) is used in the educational process.
- The University is also involved in various European and international projects with more than 100 partners.
- BFU is a UNESCO partner within the programme UNITWIN/UNESCO Chairs and has established UNESCO Chair on Human Rights and Culture of Peace.

The mission of BFU is to be a flexible, enterprising and socially responsible institution, which provides training of students with skills for quick professional realization and career in the dynamic and globalizing world.

Academic profile

- Legal, Social and Business Studies
- Humanitarian Studies
- Technical and Computer Sciences

Accreditation and certificates

Burgas Free University is certified according to the criteria for a quality management system of the International Organization for Standardization (ISO) and is awarded an international quality certificate ISO 9001:2008. The University is accredited by the National Evaluation and Accreditation Agency.



Organisational Structure

There are four main units at the university established for the education and training of students and research activities: Faculty of Legal Studies, Faculty of Business Studies, Faculty of Humanities and Faculty of Computer Science and Engineering.

The subsidiary units within the university structure are: UNESCO Chair on Human Rights and Culture of Peace, Technology Transfer Office, Laboratory for Psychological and Social Research, Laboratory for Psychological Support and Development, Legal Clinic, CISCO Academy, Academy for Talents in Programming, Robotics Club, Foreign Languages Centre, Distance Education Centre, Student Centre for Career and Development, University Library.

Management bodies

The management bodies of Burgas Free University are: the Board of Trustees, the President of BFU, the Academic Council and the Rector. The strategic and financial management is carried out by the Board of Trustees and the President of BFU. The academic management is implemented by the Academic Council and the Rector. The activities of the Rector are supported by the Rector's Council and the vice-rectors. The Scientific Council of BFU operates within the Academic Council.

ACADEMIC AUTHORITIES

President of BFU

Prof. Petko Chobanov, PhD
Tel. +359 56 900 500
Office 310
chobanov@bfu.bg

Rector of BFU

Prof. D. Sc. Galya Hristozova
Tel. +359 56 900 507
Office 308
hristozova@bfu.bg

Vice-Rector of Academic Affairs and Accreditation

Prof. Evelina Dineva, PhD
Tel +359 56 900 506
Office 306
dineva@bfu.bg

Vice-Rector of Research and International Cooperation

Prof. Milen Baltov, PhD
Tel. +359 56 900 565
Office 309
mbaltov@bfu.bg



GENERAL ADMISSION REQUIREMENTS

Enrolment of Bulgarian Students:

Bulgarian students are admitted to Burgas Free University in accordance with the requirements of the Law for Higher Education, the Ordinance on the state requirements for admission of students in the higher education institutions in the Republic of Bulgaria and the Rules and Regulations of BFU for admission of students.

Candidate-students who wish to apply for a degree course at Burgas Free University should hold a Certificate for Secondary Education, granting them access to higher education institutions in the country. Admission is granted after successful completion of an admission exam or based on the results of the state matriculation exams. The admission exams are prepared in agreement with the entry level requirements of each specialty.

Candidate-students who wish to apply for a Master's degree course at Burgas Free University should have graduated with the educational and qualification degree "Bachelor". Admission is made according to the entry level requirements of each programme.

Rating and registration of the newly admitted students is done according to the terms and conditions set in the Rules and Regulations of BFU for admission of students.

The students are trained in full-time or part-time form of education in various specialities for acquiring of the educational and qualification degrees "Bachelor", "Master" and "Doctor".

Tuition at BFU is paid. The amount of the tuition fees and the deadlines for payment are determined each semester by the President of BFU. The payment is made in two installments paid in the beginning of the winter and the summer semester of the respective academic year. The first semester fee is to be paid at the time of the submission of the registration documents. Payment of the fees should be made either at BFU or by bank transfer to the account of BFU:

"Allianz Bank Bulgaria" PLC, BIC BUINBGSF, IBAN BG50BUIN78551080025816

For contacts:

Vanya Abadzhieva

Admissions Office

+359 56 900 449

BFU, office 19

priem@bfu.bg

Enrolment of foreign citizens:

Foreign citizens may apply for study at BFU according to the requirements of the Ordinance on the state requirements for admission of students in the higher education institutions in the Republic of Bulgaria.

The application documents are as follows:

- An application form;
- A copy of the secondary education certificate – for applications for a complete degree programme;
- An official document issued by a competent authority certifying the applicant's right to continue his/her education in the higher education institutions in the country where the secondary education has been completed;
- An academic Transcript of Records – for applications for a part of a degree programme;
- A copy of the document for completed higher education with a degree corresponding to the educational-and-qualification degree Bachelor's or Master's – if the student is applying for a master's degree programme;
- A health certificate issued no more than one month prior to the date of application and verified by the competent authorities of the home country;
- 2 photos

The documents should be legalized, translated and certified in accordance with the requirements of the international agreements of the Republic of Bulgaria with the country of their origin. In cases when no such agreements have been signed the requirements of the general procedure of legalization, translations and certification of documents and other papers should be followed.



The applicants should submit their application documents to BFU no later than September 1 of the year in which they are applying.

For contacts:

Gergana Kirova
International Relations Office
+359 56 900 520
BFU, office 412
gkirova@bfu.bg

GENERAL ARRANGEMENTS FOR THE RECOGNITION OF PRIOR LEARNING

Recognition of prior learning and credits received in another higher education institution or another degree programme at BFU is done by a specialized committee established at the Educational Council of each department. The committee comprises of the Dean, who is the chairman, the Vice-dean of academic affairs and the department coordinators.

Recognition of prior learning in a foreign university assumes the establishment of correspondence between the curricula and syllabi at the home and the host university. In the recognition process the requirements for acquiring higher education in Bulgarian universities for the same degree programme are to be observed.

In significant differences between the curricula and syllabi at the home and the host university BFU informs the student whose credits in a foreign university should be recognized about the next steps for recognition, including the opportunity for sitting an additional exam.

The university body in charge of controlling and monitoring the institutional rules and procedures for recognition of credits is the Educational Committee established at the Academic Council of BFU. Its chairman is the Vice-Rector of Academic Affairs and the members are the Deans of the four main faculties and the Head of the Academic Affairs Department.

GENERAL REGISTRATION PROCEDURES

The registration of admitted students is to be done with the following documents:

- Diploma of Secondary or/and Higher Education – original;
- Sample application forms;
- Three recent photos;
- Invoice for the paid tuition fee for the first semester.

The application and registration documents are to be submitted at Burgas Free University, office 19.

EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

The European Credit Transfer System (ECTS) has been developed by the European Commission with the intention of supplying the academic world with common criteria and guarantee academic recognition of periods of study in European higher education institutions using effective and common mechanisms – grades and credits.

ECTS is a system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility.

The ECTS-system is based on the principles of mutual trust and co-ordination between partner institutions and involves:

- The exchange of information concerning study programs and study workload;
- Mutual agreement between partner institutions and every student;
- Use of ECTS-credits for the designation of study workload for each university specialty and course.

ECTS credits are based on the workload students need in order to achieve expected learning outcomes. Credits are a numerical expression of study workload while students attend classes at a given university. They are the aggregate value, divided among the different subjects, and they represent the quantity of work each student has to complete on a single subject as part of the full amount of study needed for the successful completion of a whole academic



year at the corresponding institution. Workload indicates the time students typically need to complete all planned learning activities, such as attending lectures, seminars, preparation of projects, practical work, self-study and examinations, etc., required to achieve the expected learning outcomes.

60 ECTS credits are attached to the workload of a fulltime year of formal learning (academic year) and the associated learning outcomes. In most cases, student workload ranges from 1500 to 1800 hours for an academic year, whereby one credit corresponds to 25 to 30 hours of work.

The credit system used at Burgas Free University corresponds to the ECTS. It is based on the full student workload necessary for achieving the learning outcomes where one credit equals 25-30 hours of student workload, of which 10 contact hours (lectures and seminars).

There are credits attached to each subject on the curriculum. Credits are awarded after completion of the learning activities required by a formal programme of study or by a single educational component and the successful assessment of the achieved learning outcomes.

Education at BFU envisages the accumulation of 60 credits to be allocated to the workload of a full-time academic year, i.e. 30 ECTS credits for each semester. The educational qualification degree "Bachelor" should be completed with 240 credits, of which 10 credits for the final state exam. The educational qualification degree "Master" after completion of a Bachelor's degree in the same speciality should be completed with at least 60 credits, of which 15 credits for the final state exam or graduation thesis defense. The educational qualification degree "Master" of 5-years duration should be completed with 300 credits, of which 15 credits for the final state exam or graduation thesis defense.

GRADING SYSTEM

The European Credit Transfer System (ECTS) guarantees international academic recognition of domestic education as shared methods for evaluation of demonstrated student knowledge in the process of learning allow for its equalization among the different institutions of higher education. ECTS ratings enhance but do not substitute the informational value of the existing domestic rating system.

Students' knowledge and skills are evaluated according to a six-point grading system: Excellent (6), Very good (5), Good (4), Satisfactory (3) and Fail (2). An exam is considered successfully passed if the student has earned a minimum result of "Satisfactory (3)". Since 2004, ECTS grading has been applied to all students along with the national system grading.

National Grading System		ECTS Grade
Excellent	6	A
Very good	5	B
Good	4	C
Satisfactory	3	D, E
Fail	2	Fx, F

ARRANGEMENTS FOR ACADEMIC GUIDANCE

First-year students receive academic guidance during the Orientation days held at the beginning of the academic year. The students receive information on their training from the web site of the university, the Deans of faculties and heads of departments.

The specific arrangements for academic guidance are as follows:

- For first-year students Orientation days are held at the beginning of the year during which they are acquainted with the facilities, library, Deans of the faculties and department coordinators.
- For each course and degree programme academic counselors are appointed to help students in the decision making process as regards their education.
- Regular information days about the possibilities of the Erasmus+ programme provided for the current academic year are held.



- Information about international internships and work placements is provided at the Student Centre for Career and Development.
- Regular meetings of the Faculty management with the students in charge of groups are held, as well as meetings between the department coordinators and the students.
- Meetings are held between the department coordinators and the future graduates to discuss issues connected with the organization of the pre-graduation placements, the organization of the state exams and graduation thesis defense, the expectations for future career development and visions for future education options.
- Regular meetings of the Academic management with the Student Council are held.
- Lecturers have a schedule of contact hours with students during the semester announced at the departments.
- For all questions related to administrative services and student status, information can be obtained at the Academic Affairs Department.